



Procedures and Guidelines

DIRECTIVE NO. 540-PG-8730.1.1B
EFFECTIVE DATE: 02/03/2005
EXPIRATION DATE: 02/03/2010

APPROVED BY Signature: Original signed by
NAME: Stanley Y. Chan
TITLE: RECERT Manager

COMPLIANCE IS MANDATORY

Responsible Office: 540/RECERT

Title: Calibration and Control of Recertification Program Inspection, Measuring, and Test Equipment

PREFACE

P.1 PURPOSE

This Procedure provides process controls for the calibration and control of Inspection, Measuring, and Test Equipment (IMTE) used by the Code 540/Recertification Program (RECERT).

P.2 APPLICABILITY

This Procedure applies to all IMTE used by Code 540/RECERT for certification and recertification of ground-based pressure vessels and pressurized systems and lifting devices and equipment at Greenbelt, MD and at the Wallops Flight Facility, VA.

P.3 AUTHORITY

GPR 8730.1, Calibration and Metrology

P.4 REFERENCES

GPR 5340.2, Control of Nonconformances

P.5 CANCELLATION

540-PG-8730.1.1A, Calibration and Control of Recertification Program Inspection, Measuring, and Test Equipment

P.6 SAFETY

None

P.7 TRAINING

None

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P.8 RECORDS

| Record Title | Record Custodian | Retention |
|--|------------------|--------------|
| Calibration and Repair Records | RECERT Manager | *NRRS 8/41.5 |
| Calibration and Repair Records of RECERT IMTE calibrated or repaired by outside calibration labs or OEMs | RECERT Manager | *NRRS 8/41.5 |

* NRRS – NASA Records Retention Schedule ([NPR 1441.1](#))

P.9 METRICS

None

P.10 DEFINITIONS

Definitions contained in GPR 8730.1 are applicable to this Procedure.

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

The RECERT Manager shall ensure that the following are developed/established:

1. Calibration procedures for each type of IMTE calibrated by the RECERT Cal Lab describing the process, including accuracy levels and intervals.
2. Requirements for procuring calibration services from outside sources. The sources may be Outside Cal Labs or original equipment manufacturers (OEM's). Purchase Requests (PR's) shall include the following:
 - a. The requirement to use calibration master standards traceable to the United States National Institute of Standards and Technology (NIST) or other nationally recognized standards.
 - b. The serial number or other positive means of identification of the item to be calibrated.
 - c. Accuracy level or other acceptance criteria.
 - d. Records to be provided, including a requirement to report out-of-tolerance conditions.

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3. Requirements for labeling RECERT IMTE as to its calibration status. Required labels shall be directly applied to the IMTE. Where this is not feasible, tags containing the required calibration status information shall be affixed to the IMTE. When there is insufficient room to apply a label or tag, the label or tag shall be applied to the IMTE container.

4. Assessment of the validity of work done with IMTE subsequently found to be out of calibration or tolerance. An NCR will be prepared in accordance with GPR 5340.2 documenting the analysis of the impact of the Out-of-Calibration or Out-of-Tolerance condition on all tests and inspections performed using the IMTE in question since the last acceptable calibration.

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CHANGE HISTORY LOG

| Revision | Effective Date | Description of Changes |
|----------|----------------|---|
| Baseline | 05/05/1999 | Initial Release |
| A | 02/22/2000 | - Deleted requirements for maintenance of a master RECERT IMTE list. (4.1) (6.6) - Deleted maintenance of IMTE list as part of RECERT CM schedule providing quarterly recall. (6.7) |
| B | 02/03/2005 | - Document reformatted in current PG format - Deleted requirement (old paragraph 4) to formally investigate, determine, and document the reason(s) that IMTE found to be out-of-tolerance went out-of-tolerance. |
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